

AAA-NORCAP was founded 26 years ago to help and support adults affected by adoption seeking information about their relatives and the SFFC Action Pack was developed and designed specifically as an information resource and file for storing data acquired during your search, taking into account personal experience and feedback from service users.

The information contained in the Action Pack is summarised in the “Guide to Using the Searching for Family Connections Action Pack” booklet which details:

- What you need to do and think about before searching
- How to obtain information about the adoption – either yours or that of a relative such as purchasing certificates or accessing records retained from the time of the adoption
- Starting your search and how to validate and progress your research
- What to do once your search is completed
- Making an approach using an Intermediary
- Possible outcomes of contact

In addition the Action Pack contains a number of pre-printed sheets to record details of your own research:

- Search Profile card
- My Searching Log
- Electoral Roll Search Record Sheet
- GRO Index Search Sheet

The SFFC Action Pack is based on an extensive range of Fact Sheets detailing what searching resources are available; how to access and use these resources; how much these resources cost and how to cross-reference and confirm your information across sources of information.

FACT SHEETS

1. Access to Birth Records
2. How adopted people can purchase their original birth certificates
3. How to purchase the birth certificate of an adopted relative
4. Information for birth relatives who wish to contact adopted relatives
5. General Register Office – Indexes of Births, Marriages & Deaths for England & Wales
6. Birth Records
7. Marriage Records
8. Death Records
9. Purchasing Birth, Marriage & Death certificates
10. Electoral Rolls
11. Birth, Marriage and Death Indexes on the Internet
12. Telephone Directories
13. Using the Probate Records
14. Using the Divorce Registry
15. Sources you may not have thought of
16. How to purchase an Adoption Certificate
17. The AAA-NORCAP Contact Register
18. Searching in Northern Ireland
19. Searching in Ireland (Eire)
20. Searching in Scotland

The SFFC Action Pack also includes information on:

- The Adoption Contact Register maintained by the General Register Office for England and Wales
- The Overseas Registration Service
- Using the reference checking system when ordering Birth, Marriage or Death Certificates
- List of Public Bodies Holding GRO Indexes

ORDER FORM

PERSONAL DETAILS

Title _____
Full Name _____
Address _____

Town _____
County _____
Postcode _____
Country _____
Tel No _____

PAYMENT OF £19.99 (UK) / £21.99 (EU) / £24.99 (ROW) £ _____

Donation to support the work of AAA-NORCAP £ _____ Please send me details on becoming a Friend of AAA-NORCAP

TOTAL £ _____

- I enclose a cheque / postal order / money order made payable to NORCAP
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable)

Card No / / /
 Start Date Expiry Date Issue No:
 Name of Cardholder
 Signature of Cardholder

- I will pay directly by credit or debit card by telephone (01865 875000) or fax (01865 875686)

GIFT AID

Do you pay income tax or capital gains tax in the UK? YES / NO

If YES, AAA-NORCAP as a charity can benefit from an additional 28p from every £1 you donate to this charity and it will not cost you a penny more! If you are a UK taxpayer please sign the declaration below so AAA-NORCAP can claim this tax rebate.

I am a UK taxpayer and want AAA-NORCAP to treat as Gift Aid all donations I make from today's date until I notify you otherwise.

Signature Date.....

EQUAL OPPORTUNITIES AND ANTI DISCRIMINATION

AAA-NORCAP aims to provide an equal and appropriate service to everyone, regardless of gender, age, sexual orientation, ability or disability, racial, religious or cultural heritage. To help us progress in this we need to know the background and special needs of all our members.

Do you have any disability/special needs that AAA-NORCAP needs to be aware of in order to provide good and accessible services to you? NO / YES

If YES please give details

Are there any other ways in which you might be at risk of discrimination? NO / YES

If yes please give details

Please advise if the adoption that affects you personally was an inter-country or trans-racial adoption?

PLEASE SEND ME A SEARCHING FOR FAMILY CONNECTIONS ACTION PACK

Signature Date